

JOHN WAIHEE
GOVERNOR



ROBERT P. TAKUSHI
COMPTROLLER

LLOYD I. UNEBASAM
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P O BOX 119
HONOLULU, HAWAII 96810-0119

August 24, 1994

Aug 25 1 15 PM '94
DEPT. OF
TRANSPORTATION
PERSONNEL
STAFF

COMPTROLLER'S MEMORANDUM NO. 1994-24

TO: Heads of Departments and Agencies
ATTN.: Payroll and Personnel Offices
FROM: Robert P. Takushi, Comptroller
SUBJECT: BU 03/04 Retro Pay Adjustments

This is to inform all departments and agencies of the pending retro pay adjustments for employees in Bargaining Units 03, 04, and their excluded counterparts. The retro pay adjustment affects only those employees whose step movement dates were effective prior to July 1, 1994. The retro pay adjustments will be paid on September 30, 1994.

To assist the payroll clerks in calculating the retro pay adjustments, special audit listings and instructions will be distributed to the payroll offices on August 22, 1994.

Your assistance is requested in transmitting this information to your respective payroll offices.

A handwritten signature in dark ink, appearing to read "R. P. Takushi", written over the printed name.

ROBERT P. TAKUSHI
Comptroller

Clair
8/25/94